

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 9, 2014**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Anna Eddy, Patty Foley, Judy Igielski, Pauline Kruk, Iris Larsson, Maureen O'Connor Lyons, Kris Nasinnyk, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Dennis Doyle, LeeAnn Manke

STAFF

Lisa Masten, Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

Clarke Castelle

TOWN COUNCIL LIAISONS ABSENT

David Nagel

FRIENDS ABSENT

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:05 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

Clarke Castelle reported that the Town Council will be discussing the financing for the Town Hall renovation at their meeting scheduled for Tuesday, June 10th. This will be the last time there will be a formal presentation by Kaestle Boos. Patty, Pauline, and Paul indicated they would attend this Town Council meeting. A public hearing for the renovation will be held at the end of June, and there will be discussion on the date for the referendum vote.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy reported that she has sent out many thank you notes for donations that have been made to the Library. She is also sending cards on an ongoing basis to Suzane Doyle. Judy suggested doing something for the staff, like a luncheon, to thank them for working through all the issues that have been going on at the Library. **MOTION: Judy Igielski made a motion to provide lunch for the staff, Maureen O'Connor Lyons seconded the motion, and the motion passed unanimously with a 12-0 vote.**

IV. APPROVAL OF MINUTES

MOTION: Kris Nasinnyk made a motion to accept the minutes of May 12, 2014, Pam Raynock seconded the motion, all were in favor, and the motion to accept the minutes of May 12, 2014 was unanimously approved with a 12-0 vote.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

June's update included a PEP Committee meeting that was held earlier this evening; Patty will make revisions to the Annual Activities Calendar. Thank you notes will be sent to those people who made donations to the 5K Race. There will be a table advertising the 75th Anniversary at the Summer Reading Kick-off on Saturday, June 14th.

VI. TREASURER'S REPORT

Iris reported the 5K Race grossed \$13,918.10, expenses were \$4,463.41; profit for the race was \$9,454.69. She deposited \$5,000 from the Estate of Henry Borawski and then purchased the same amount in shares of the Oakmark Fund.

Anna stated that she spoke with representatives from American Eagle Federal Credit Union and they will be donating money for a technology grant. Lisa reported the amount of this grant is \$5,000 and it will be presented to the Library at their grand opening scheduled for June 25th.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that with the money from American Eagle Federal Credit Union's technology grant the Library will purchase a 3D Printer, laptop, and a mobile cart that can be used in the Lienhard Room. The Library migrated to the new Encore system eight days ago; there have been a lot of bugs with this new system, but staff is getting used to it. The RFP for the RFID closed on Thursday, June 5th with four companies putting in bids. These bids will be reviewed and a decision will be made. One of the companies who put on an RFID demonstration didn't even put in a bid. The Summer Reading Kick-off for adults is Tuesday, June 10th from 10:30 AM to 1:00 PM and 4:30 to 7:30 PM. On Saturday, June 14th the all ages kick-off will take place from 10:00 AM to noon, along with Touch-A-Truck. Home Depot will be planting a butterfly garden. Newington will kick-off the One Book Newington Reads series and the book will be *Defending Jacob* by William Landay. There will be a series of book discussions and a CSI program for adults. Extra books have been purchased for this program. The Library has been dealing with a lot of water damage. ServPro has finished their part of the clean up and will return to replace carpet squares. Jeff Baron and the insurance adjuster have signed off on all the repairs. The repairs to the upstairs hope to be completed by June 30th and the downstairs by the end of July.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen was not in attendance.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Book Sale was successful and grossed over \$13,000. The Friends Annual Meeting will be on Wednesday, June 11th. The slate of officers is: Mary Woods for president, Phil for vice-president, Terri Buganski for secretary, and Kaat Harbeson for treasurer. The Wine & Cheese Social has been scheduled for January 24, 2015.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Results of PEP Meeting

Judy reported that the PEP Committee held a meeting this evening and updated her on what has been going on. Patty will work on a president book, a Board book, and a handbook. The PEP Committee is looking for a corporate member. The committee will take a look at the ByLaws with regard to Ad Hoc Committees.

2. Library Director's Evaluation Form

Judy distributed the Library Director's Evaluation Form and asked the Board to complete this document and return to her by June 30th.

B. Investment Committee

Neil reiterated Iris' comments about the \$5,000 deposit into the Oakmark Fund. The quarterly report should be received in mid-July and he will prepare a spreadsheet to send to the Board of all funds for their review.

C. House Committee

1. Lienhard Renovation with Red Thread Update

Diane reported that Red Thread has been contacted and made aware of the water damage. She asked them to store the furniture until repairs are made. She hasn't received a confirmation on this request.

D. Facility and Site

Maureen reported that the Facility and Site Committee met with Peter Alter who is an attorney in Glastonbury and is familiar with land agreements. He agrees that the Library Board needs to get clarification from Kaestle Boos with regard to the architectural rendering presentation that Mayor Woods made at the May meeting. Attorney Alter had some general questions and answers and has prepared an actual agreement for the Board's review. If the Board decides to hire him, he will contact Town Attorney Peter Boorman to discuss this issue.

E. Fund Development/Legacy Society

Pauline reiterated Iris' earlier report on the \$5,000 donation made by the Estate of Henry Borawski.

F. Budget

There was no report.

G. Technology

Paul had no report.

H. Nominating Committee

Maureen asked the Board to return the Intent Forms to her as soon as possible. She has spoken with Dennis who indicated he would like to continue on the Board.

XI. OLD BUSINESS

A. Race 2014 – May 18th

The 5K Race was held on Sunday, May 18th. As Iris reported earlier there was a \$9,454.69 profit. There were over 330 runners and walkers. Anna suggested that more help is needed other than Board members; such as a photographer, a PR person, and someone to follow-up with the sponsors. Kris commented that the high school's KEY Club volunteers were fantastic and she sent a thank you note to the coordinator Jordan Jarvis. Pauline stated she spoke with Karen Futoma of the Department of Human Services regarding the scholarships for students who want to participate in the race. Patty suggested having NCTV Channel 14 film the race.

B. 75th Anniversary Update

Maureen reported that this committee is doing a lot; such as, having a table at the Summer Reading Kick-off on Saturday, June 14th, a presence at the Extravaganza, Memorial Day Parade, Friends Book Sale, Showcase, State of the Town, etc. They will also be present at all the book discussions scheduled for *Defending Jacob*. August 1st will be Wizard of Oz evening with staff dressed as characters, the showing of the movie, and other exciting events. Bob Larsson will be showing four different 1939 movies throughout August. The Hanel Series will feature Latin Fusion, although a date has not been set for this. The 750 Club donations continue to come in with over \$3,000 received to date. The Annual Meeting is scheduled for Sunday, September 14th beginning at noon with a short Board meeting, recognition of honorees, a program with author William Landay, and he will be signing books, and a 75th Anniversary cake.

C. Town Hall Renovations Project Building Meetings

Clarke stated earlier that there will be a meeting on Tuesday, June 10th with the Town Council discussing the financing of this project. He stated that he is happy to hear that

the Board is working with an attorney with regard to an agreement of the parking lot. He is also glad to hear the positive news about the insurance committee being so responsive to the Library's water damage.

XII. NEW BUSINESS

A. Summer Reading Kick-Off – Saturday, June 14th

This was discussed earlier. The Library's 75th Anniversary Committee will have a table there advertising all events.

B. Extravaganza – Saturday, July 19th

This was discussed earlier. The Library's 75th Anniversary Committee will have a table there advertising all events, and selling 75th Anniversary paraphernalia.

C. Annual Meeting/Anniversary Celebration – Sunday, September 14th

This was discussed earlier. Anna distributed a document asking for suggestions of nominees in various categories. Invitations will be sent to former Board members, the Town Council, State Representatives, former library directors, and members of the Legacy Society. There will also be some kind of recognition for Tony Palermino for all his years on the Board.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. EXECUTIVE SESSION REGARDING REAL ESTATE

MOTION: Iris Larsson made a motion to go into Executive Session to discuss real estate, Judy Igielski seconded the motion, all were in favor, and the motion to go into Executive Session was passed unanimously with a 12-0 vote at 8:46 PM.

XV. ADJOURNMENT

The Board adjourned at 9:00 p.m.